

TRANSFER INFORMATION SHEET

COMPLETED PACKAGE MUST BE RETURNED TO PSD NO LATER
THAN 30 DAYS AFTER RECEIPT OF ORDERS

IF YOU NEED ASSISTANCE CONTACT YOUR COMMAND PASS COORDINATOR AND/OR THE PSD
TRANSFER SECTION 757-462-4943

Date:

Rate/Rank:

Name (Last, First)

Command:

INDIVIDUAL CONCERNED COMPLETE BELOW SECTION AND PROVIDE TO YOUR CHAIN OF COMMAND

Work Phone:

Home Phone:

Email:

Primary Next of Kin

Secondary Next of Kin

Name:

Name:

Relationship:

Relationship:

Address:

Address:

Telephone:

Telephone:

Requested Transfer Date:

of days leave requested (DO NOT USE E-LEAVE):

Leave address/phone/email:

If obligated service is required, indicate method:

☐ Extension ☐ Reenlistment ☐ Other (may require NPC PERS-811 approval)

Please indicate mode of travel: ☐ AUTO ☐ AIR

Chain of Command Endorsement

____ Recommended transfer date of _____
Title Signature/Date

____ Recommended transfer date of _____
Title Signature/Date

____ Recommended transfer date of _____
Title Signature/Date

____ Approved transfer date of _____
Title Signature/Date

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Additional forms to complete (when applicable)

- Advanced Pay → Complete DD Form 2560
<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo1927.html>
- HIV screening → Provide Individual Medical Readiness (IMR) printout from BUPERS Online
<https://www.bol.navy.mil/>
- Dependent Entry Approval Worksheet → Visit below website to determine requirement
<http://www.public.navy.mil/BUPERS-NPC/SUPPORT/DISTRIBUTION/Pages/DependentEntry.aspx>
- Page 2 → Verify and update via your self-service NSIPS ESR account
<https://nsips.nmci.navy.mil/>
- SGLI/FSGLI → Verify and update current forms on file at your Official Military Personnel File (OMPF)
<https://www.bol.navy.mil/>
- DEERS verification → Verify info at below website and provide printout of screen
<https://www.dmdc.osd.mil/appj/address/login/SelectLogin.do>
- Advance Travel → Complete Travel Advance Request
<http://www.cnmc.navy.mil/JEBLCFS/InstallationGuide/PersonnelSupportDetachment/Forms/index.htm>
- Passenger Reservation Request → Complete NPPSC 4650/8 - Required for travel to ships and overseas commands
<http://www.cnmc.navy.mil/JEBLCFS/InstallationGuide/PersonnelSupportDetachment/Forms/index.htm>
- Dependent Transportation → Complete DD Form 884 - Required for travel to overseas commands
<http://www.cnmc.navy.mil/JEBLCFS/InstallationGuide/PersonnelSupportDetachment/Forms/index.htm>
- No-Fee Passports → Complete DD Form 1056
<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo278.html>
- PCS Travel Form → Complete NAVPERS 7041/1 via your self-service NSIPS ESR account and provide printout
<http://www.cnmc.navy.mil/JEBLCFS/InstallationGuide/PersonnelSupportDetachment/RelatedLinks/index.htm>
- Screenings → Complete screenings in accordance with PCS orders
 - Overseas - MILPERSMAN Article 1300-302
 - Operational duty - MILPERSMAN Article 1300-800
 - Special Programs - MILPERSMAN Section 1306
 - <http://www.public.navy.mil/bupers-npc/reference/milpersman/Pages/default.aspx>
- Proceed Time and Travel Time → MILPERSMAN Article 1320-090 & 1320-100
<http://www.public.navy.mil/bupers-npc/reference/milpersman/Pages/default.aspx>